

## **Fees Policy**

If fees are not paid I am within my rights to immediately terminate care and take legal action against you to recover fees. Legal action might affect your credit rating in the future.

### **Retainers - deposits – settling-in**

Retainers - a retainer keeps a place open for a child if you want to send your child but do not want the space immediately.

I charge half normal fees during the waiting period.

Please note that retainer fees are for me to keep unless the place is not available when you want it, in which case they must be repaid in full. You do not have to pay a retainer fee when I am on holiday or unable to work.

Please note that I cannot charge a retainer fee for an unborn baby.

**Deposits** - you pay an agreed amount of money as a deposit to reserve your child's place for an agreed date in the future.

If I am unable to offer the place, the deposit will be returned in full - if you cancel the requested place and less than 3 months notice is given, you will lose your deposit.

The deposit will be credited back to you on termination if all fees are paid & up to date.

Registration fee - I do charge a registration/admin fee to cover paperwork and initial information sharing of £80 for each child.

**Settling in sessions** - settling in sessions are an important part of your child's transition into my care. During one week I will offer 1 x 1-hour session, 1 x 2-hour session and 1 x 3-hour sessions charged at the hourly rate of £15. This may be extended upon request.

I reserve the right to ask you to bring your child for further short settling in sessions if your child does not seem to be settling well. You can ask for extra settling in sessions if you are worried about how your child is settling in.

If you would like to book further settling in sessions, please let me know. They will be charged at the normal hourly rate, billed in advance.

Any overtime or additional money owed will become immediately payable, and an invoice will be sent out.

If you end the contract, full payment for future sessions booked will be deducted from your deposit as the sessions have been provided for the sole use of your child.

Reduction for siblings - I do offer a reduction of 10% for the oldest sibling. If a sibling leaves my care, fees return to the normal hourly or daily rate.